

**SNOW SHOVELING SERVICES**

**FILE NO. 5095**

CITY OF CAMBRIDGE

**SNOW SHOVELING SERVICES**

The City of Cambridge is seeking independent contractors to provide snow shoveling services for the City as follows:

**CONTRACT PERIOD:** NOVEMBER 1, 2009 THROUGH MAY 1, 2010

**DESCRIPTION:** **SNOW SHOVELING:** The City is seeking the services of individuals with hand shovels for clearing snow from bus stops, bus shelters, sidewalk ramps and other locations in the City as directed by the Commissioner of Public Works. Contractors shall provide these services when a storm has dumped 4" or more of snow or when, in the opinion of the City, snow levels in the above locations are too high.

**CONTRACT PRICES:** ARE SET BY THE CITY AND ARE AVAILABLE AT THE PURCHASING DEPARTMENT (SEE BELOW).

**SPECIFICATIONS:** AVAILABLE AT THE PURCHASING DEPARTMENT (SEE BELOW) OR ON CITY WEBSITE AT [WWW.CAMBRIDGEMA.GOV](http://WWW.CAMBRIDGEMA.GOV) ONLINE SERVICES, PURCHASING CURRENT BID LIST.

**INFORMATION REQUIRED:** CONTRACTORS MUST SUBMIT THE INFORMATION FORM PROVIDED BY THE CITY.

A CONTRACT WITH THE CITY FOR THESE SERVICES DOES NOT GUARANTEE THAT THE SERVICES WILL BE UTILIZED. CONTRACTORS WILL BE CALLED DEPENDING ON THE NEEDS OF THE CITY.

**ALL INDIVIDUALS INTERESTED IN PROVIDING THESE SERVICES MUST PICK UP THE NECESSARY DOCUMENTS, SPECIFICATIONS AND THE SUBMITTAL FORM, AT THE CITY OF CAMBRIDGE PURCHASING DEPARTMENT, CITY HALL, 795 MASS. AVE., THIRD FLOOR, CAMBRIDGE, MA 02139.**

CYNTHIA H. GRIFFIN  
PURCHASING AGENT

## **SNOW SHOVELING SERVICES**

**FILE NO. 5095**  
City of Cambridge  
Purchasing Department

The City of Cambridge is seeking independent contractors to provide snow shoveling services on an as-needed basis as follows:

**CONTRACT PERIOD:** November 1, 2009 through May 1, 2010

**DESCRIPTION:** The City is seeking the services of individuals with hand shovels for clearing snow from bus stops, bus shelters, sidewalk ramps and other locations in the City as directed by the Commissioner of Public Works. Contractors shall provide these services when a storm has dumped 4" or more of snow or when, in the opinion of the City, snow levels in the above locations are too high.

**Note:** This bid is for individuals to perform hand shoveling only. For snow plowing, hauling and snowblowing, please see the Snow Plowing and Hauling bid.

### **MEETING WITH DEPARTMENT**

**OF PUBLIC WORKS:** ALL bidders are requested to attend a meeting on **WEDNESDAY, OCTOBER 21, 2009 at 5:00 pm** in the Department of Public Works Frazier Building Conference Room, 147 Hampshire Street, Cambridge, Massachusetts.

**CONTRACT AGREEMENT:** Please note that this is a contract for services and in no way establishes an employer/employee relationship between the City and the Contractor.

**CONTRACT PRICES:** Prices are set by the City as follows and shall remain fixed for the duration of the contract. Please note that **no overtime** rates are paid.

INDIVIDUALS TO SHOVEL SNOW WITH HAND SHOVELS ..... \$25.00 per hour

**CONTRACT VALUE:** A contract with the City for these services does not guarantee that the services will be utilized. Contractors will be called depending on the needs of the City.

**SPECIFICATIONS:** The work to be performed under this contract shall be in accordance with the following specifications and conditions:

- a. Individual must provide sturdy, square-bladed shovels made of steel and have spares available in case of breakdown.
- b. Individual must wear appropriate clothing for cold weather.
- c. Salt and de-icing material, if necessary, will be supplied by the City of Cambridge as needed.
- d. Work time will be computed and credited in the following manner:
- e. Work time will begin when individual has checked in with the Public Works Operations Supervisor or his/her authorized assistant.
- f. **NOTE:** The Department of Public Works will give each individual a pre-printed Snow Ticket work slip. Upon checkout, the individual **must** fill out and hand in a Snow Ticket with check-in time, checkout time and other pertinent information to the Public Works Operations Supervisor or his/her authorized assistant.
- g. Work time will end when individual has checked out with the timekeeper or his/her authorized assistant.
- h. It shall be the Contractor's responsibility to **check in and out** daily with timekeeper or duly authorized assistant.
- i. The City reserves the right to terminate the Contractor's services if the Contractor cannot be located or does not respond when contacted during a storm.
- j. All Contractors must carry cell phones at no additional cost to the City. Phone numbers must be reported to the Snow Operations Supervisor.

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**INVOICES:** Invoices must be submitted to the Department of Public Works within **ten days** of performing services. Each invoice **must** include the following information: Contractor's name, address and telephone number, snow ticket number, number of hours worked, date(s) worked and unit price per hour. A copy of each snow ticket must be included with the invoice.

**INFORMATION REQUIRED:** All contractors must fill out the Information Form below in order to be considered for a contract.

**LIVING WAGE REQUIREMENTS:**

The City of Cambridge has Living Wage requirement that establishes minimum hourly rates for all personnel that work inside the City limits. The City of Cambridge's Living Wage as of March 1, 2009 is \$13.69 per hour. The Living Wage requirements are attached.

CYNTHIA H.GRIFFIN  
PURCHASING AGENT

**SNOW SHOVELING INFORMATION FORM**

Name: \_\_\_\_\_

Price per Hour: \$25.00

**NO OVERTIME RATES WILL BE PAID.**

FOR ALL CONTRACTORS, PLEASE STATE THE FOLLOWING:

CELL OR MOBILE PHONE NUMBER: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

I certify under the penalties of perjury that I have complied with all of the laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors and withholding and remitting child support.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

TELEPHONE NUMBER(S) \_\_\_\_\_